



Recruitment: Project Co-ordinator (Full-Time)

HER Fund, is a community women's fund with a vision to mobilize resources and invest in empowering marginalized women and young girls to create changes in local communities for gender equality. Over 130 grants have been made since establishment in 2004. We prioritize to give grants to advance Freedom from Discrimination, Freedom from Violence, Freedom from Poverty, and Promote Women's Civil Participation.

To empower the small, grassroots and marginalized groups to become self-sustained and raise their capacities to reach out to new resources, we initiated the HER Hub, a new capacity building programme which will last for 18 months, aims at grooming new women leaders from grassroots and marginalized sector and to develop their work with greater sustainability. We are inviting applications for the HER Hub Project Co-ordinator's post.

Responsibilities

- Co-ordinate the execution, monitoring and evaluation of the project
- Organize a forum on sustainability and growth for self-led organizations
- Organize, implement, and evaluate training workshops
- Document and produce training materials
- Co-work with the team to develop training sessions to mentors
- Manage and monitor the mentoring programme
- Report writing and networking with funder and stakeholders

Requirements

- Share the Vision and Mission of HER Fund
- Degree holders preferred
- At least 5 years experience in project management
- Experience in organizational capacity building and training programme for NGOs
- Good command of English and Chinese
- Strong communication and interpersonal skills
- Innovative and openness to learn and work in a team, outgoing and self-motivated
- Ability to work in flexible hours

Interested parties please send your CV and application letter with expected salary and earliest available date via email: recruit@herfund.org.hk on or before 3 April, 2017

For more details, please visit: <http://www.herfund.org.hk>.

(Personal data collected for recruitment purpose only.)